

E-Mail ALPERSRU G/99

Subj: ADDRESS CHANGES AND STATE TAX WITHHOLDING

Ref: (a) Source Data Automation II User Manual, HRSICINST M5231
(b) Personnel and Pay Procedures Manual, HRSICINST M1000.2A

Introduction	This E-mail ALPERSRU reiterates procedures on updating the member's address and state tax information when a member reports to a new station.
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Discussion	When completing the PCS Reporting Event, as described on page 4-A-2 of reference (a), a change to the member's tax mailing address is a required transaction.
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Also, in accordance with pages 8-B-4 thru 8-B-8 of reference (b), members who have the following states as their legal residence are subject to state income tax when they are stationed inside that state:

- Arizona
 - California
 - Connecticut
 - Idaho
 - Missouri
 - New Jersey
 - New York
 - Oregon
 - Pennsylvania
 - Vermont
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Action

Upon receipt of the PCS Reporting Worksheet (CG HRSIC-2005) from the member, the PERSRU shall complete the PCS Reporting Event in accordance with reference (a).

- In all cases this event shall include a transaction to record the member's new mailing address (provided by the member on the CG HRSIC-2005).
- Additionally, if the member is a resident of one of the 10 states listed above (i.e., block 37 of the member's LES shows AZ, CA, CT, ID, MO, NJ, NY, OR, PA, or VT) the PERSRU shall:
 - (1) Require the member to submit a state tax withholding document in accordance with pages 8-B-3 thru 8-B-8 of reference (b); and
 - (2) Update the member's state tax information.

HRSIC is working on a system change to automate state tax withholding in these situations. HRSIC will also print a LES remark for members who have a legal residence of AZ, CA, CT, ID, MO, NJ, NY, OR, PA, or VT stating that they are subject to state tax withholding if stationed in the state of legal residence.

Questions

Questions may be directed to the HRSIC Customer Service Team at 785-357-3540.

Released by //

PAUL GAUTHIER
Executive Officer